

LOA Checklist

1. Designing and proposing a Learning Outcomes Assessment Project	Status	Comments
Choose team leader		
Review CCO objectives		
Determine LOA instrument(s)		
Determine method(s) of external validation		
Match instrument(s) to objectives		
Determine method(s) of data collection and timeline		
Conditions and schedule determined for payment		
Submit draft of RFP		
RFP and (as necessary) external consultant report approved		
Request for first payment		

2. Implementing the design and collecting data	Status	Comments
Assessment and demographic data submitted to PRE office		
Data summary meeting		

3. Redesigning the course to improve student learning	Status	Comments
Recommendations determined		
Interim LOA report to include recommendations *		

4. Implementing course revisions and reassessing student learning	Status	Comments
Recommendations implemented (2 semesters)		
Reassessment/data collection		

Data submitted to PRE*		
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5.Final analysis/reporting results	Status	Comments
Final report sent to academic dean		
Final report sent to the Vice Chancellor for Learning and Student Development and to the campus presidents		
Final report submitted to the college community*		
Request for final payment		

* Note: a one-to-three page mid-year and annual report is required each year of the project if the approved timeline is not being met. Report due dates are January 15 and June 15.